

Jim Doyle  
Governor

Helene Nelson  
Secretary



State of Wisconsin

Department of Health and Family Services

**PROGRAM ENHANCEMENT PLAN  
ADOPTION SERVICES COMMITTEE**

**MEETING MINUTES**

JUNE 28, 2005

DIVISION OF CHILDREN AND FAMILY SERVICES

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**I. Welcome/Introductions/Announcements**

*Dale W. Langer*

Audrey Conn could not be present to do an adoptive family crisis. Dale announced that the presentation on SAFE will be July 13th, 9:00 – noon, at the Bishop O'Connor Center and the afternoon will be spent answering questions and discussing costs and past experience of implementing the program.

**II. Update Committee on Completed Products**

*Dale W. Langer*

It was decided that the Permanency Planning Numbered Memo was complete, but the Permanence Planning Timeline had a few more edits which included statutory language to identify fast track and tribal issues need to be identified. The committee was informed that the cover narrative memo that supported the Concurrent Planning Timeline will not be used. The information was placed at the top of the timeline.

The Informational Memo/Readiness for Adoption and Worksheet will be a tool for State Permanency Consultants to work from and will be available to the ongoing worker and court. A Tribal group is looking at the worksheet and will be adding edits. This worksheet will not be a WiSACWIS form.

**II. Information Memo/Readiness for Adoption and Worksheet**

*Cheryl Howe and other workgroup members*

The committee determined that the worksheet elaborates on the child's understanding of TPR and the concept of adoption. The document will be updated and forwarded to committee members for review.

The issue of training on the use of the forms as it relates to the timeline was discussed. It was suggested that it would be the responsibility of the Adoption Supervisors and Lead Contract Staff to train their staff.

**III. Child Preparation/Photo Listing/Sibling Placement Issues**

*Colleen Ellingson and Dale W. Langer*

Committee members discussed workers being encouraged to spend quality time using tools that would help the child adjust to upcoming changes; i.e., books, doll house w/family members, life books, and journals were some examples shared with the group.

**IV. Combining FFA and AFA**

*Sub-Workgroups updated on assignments*

The Subcommittees are awaiting the SAFE presentation and have many questions on combining the FFA and AFA. It was agreed that dual licensing will benefit families, as 85% of foster homes convert to adoption but there is also the question of cost to implement the program.

**V. Stats./Administrative Code**

*John Vymetal-Taylor and Merriel Kruse*

It was discussed that Therese Durkin, Office of Legal Council, review HFS 50 and 56 to determine the differences that may be encountered in combining the AFA/FFA.

**VI. Agenda for the Next Meeting** - items were identified and will be reflected on the agenda.

NEXT PEP ADOPTION COMMITTEE MEETING – August 16, 2005 in MADISON